



ROBERT BENTLEY
Governor

Alabama Medicaid Agency

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STEPHANIE MCGEE AZAR
Acting Commissioner

September 15, 2015

[Vendor Name]
[Vendor Mailing Address]
[Vendor Street Address]
[Vendor City, State, Zip Code]

Dear [Vendor Name]:

The Alabama Medicaid Agency is seeking proposals to provide Obstetrician/Gynecologist (OB/GYN) consulting services. When submitting a proposal, please read the entire Request for Proposal (RFP) document and return your proposal in the requested format. Proposals will be accepted until **Wednesday, September 30, 2015 at 5:00 p.m. CT.**

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected Vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent.

If you have further questions, please contact me at (334) 353-4599.

Sincerely,

Sylisa Lee-Jackson, Associate Director
Maternity, Plan First and Nurse Midwife Programs
Alabama Medicaid Agency

Request for Proposal (RFP)
Number 2015-OB_GYN-03
OB/GYN Consulting Services

Organization: Alabama Medicaid Agency (Medicaid)

RFP Closing Date: **Wednesday, September 30, 2015 at 5:00 p.m. CT**
The RFP must be received in the Managed Care Division by the listed date and time. Emailed or faxed responses are not-acceptable.

RFP Project Director: Sylisa Lee-Jackson
Managed Care Division
Alabama Medicaid Agency
501 Dexter Avenue, Suite 7000
Montgomery, Alabama 36103
Email: sylisa.lee-jackson@medicaid.alabama.gov

RFP Questions: Vendors with questions requiring clarification or interpretation of any section within this RFP must submit written questions to Medicaid as provided in the calendar of events within this RFP. Each question must be submitted to sylisa.lee-jackson@medicaid.alabama.gov. Questions and answers will be posted on Medicaid's website at the following link:
http://www.medicicaid.alabama.gov/CONTENT/2.0_newsroom/2.4_Procurement.aspx.

RFP Mailing Reminder: Proposals may be sent via Regular United States Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial Delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are not accepted. Also, please note: All USPS, including express/overnight mail that is dispatched to any State agency is processed through the State mail facility before it is forwarded to the appropriate State agency, this may result in a delay of arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely. Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date/time specified.

Purpose/Background for RFP:

Medicaid is seeking a current Alabama licensed Obstetrician/ Gynecologist "OB/GYN") with at least 5 plus years of experience as a practicing OB/GYN to provide consulting services outlined within this RFP. Specifically, Medicaid implemented a policy to identify non-medically indicated early elective deliveries (deliveries that occurred prior to 39 weeks gestation) and Medicaid wants to ensure that these deliveries are medically necessary according to American Congress of Obstetricians and Gynecologists (ACOG) standards.

The contractor's primary responsibility will include review of medical records to determine if deliveries prior to 39 weeks gestation were medically necessary according to ACOG standards.

All information contained in this RFP and any amendments reflect the best and most accurate information available to Medicaid at the time of RFP preparation. No inaccuracy in such data shall constitute a basis for change of the payments to the contractor or a basis for legal recovery of damages, actual, consequential or punitive, except to the extent that such inaccuracy is the result of intentional misrepresentation by Medicaid.

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Additional information:

- In order to do business in the State of Alabama all businesses domestic¹ or foreign² must be registered with the Alabama Secretary of State Office.
- Before a contract is signed, the Contractor awarded the contract must submit the following completed forms (see attachments):
 - Certificate of compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Ala. Code § 31-13-1 *et seq.*)
 - Contract Review Report
 - Alabama Medicaid Business Associate Addendum
 - Immigration Status Form
 - State of Alabama Disclosure Statement
 - Governor's Additional Contract Questions Form

Required qualifications for individual OB/GYN:

- Be a graduate with a Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO) from an accredited school of Medicine
- Meet the licensure and/or certification requirements of the state of Alabama, the Code of Federal Regulations, Medicaid's Administrative Code, and Medicaid's Provider Manual
- Possess a current Alabama license and be in good standing with Alabama Board of Medical Examiners and Medical Licensure Commission of Alabama
- Must have a 10-digit National Provider Identifier (NPI) number
- 5 plus years of experience as a practicing OB/GYN
- Available on-site in Montgomery, Alabama as needed for medical record reviews for a minimum of 1 day per month

Scope of Work for individual OB/GYN:

The contractor must be able to demonstrate ability to provide consulting services as described below:

- Review medical records, including but not limited, to determine if early elective deliveries prior to 39 weeks gestation were medically necessary according to American Congress of Obstetricians and Gynecologists (ACOG) standards.
- Report all medical record review results to the Managed Care Division and/or Medical Director and make recommendations for consideration regarding potential administrative sanctions, including but not limited to, warning letters and/or recoupment of funds
- Conduct all medical record reviews in a uniform manner.
- Provide consultation and professional assistance in review of policy questions and issues.
- Utilize the following Authoritative policies:
 - Medicaid Administrative Code including, but not limited to, Chapters 6, 21, and 45
 - Medicaid Provider Manual including, but not limited to, Chapters 24, 25, and 28
- Participate in administrative actions, including fair hearings, pre-hearing conferences, and court actions, when circumstances warrant participation.

¹ Domestic means within the State of Alabama

² Foreign means outside the State of Alabama

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RFP Proposal Response

The instructions below must be followed or responses will not be accepted.

Vendors are encouraged to respond fully to each inquiry, but to be as concise as possible.

Each proposal shall contain specific responses to each of the following requests:

- Submit a 1 page cover letter summarizing your proposal
- Provide documentation that supports all of the following:
 - Legal name
 - Mailing address
 - Telephone number
 - E-mail address
 - Previous experience/special training
 - Support documentation to justify vendor's abilities to provide the scope of work for this RFP addressing all required qualifications and all elements of the scope of work
 - 3 signed letters of professional references
- Clearly mark the outside of the envelope RFP for OB/GYN Consulting Services
- Vendors must submit one original Proposal with original signatures in ink, 3 additional hard copies, plus 2 electronic (PDF format) copies of the Proposal on CD, jump drive or disc clearly labeled with the Vendor's name

The entire proposal must be received by the RFP Project Director no later than **5:00 p.m. CT on Wednesday, September 30, 2015.**

State Not Responsible for Preparation Costs:

The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by Medicaid are entirely the responsibility of the Vendor. Medicaid is not liable for any expense incurred by the Vendor in the preparation and presentation of their proposal or any other costs incurred by the Vendor prior to execution of a contract.

Evaluation Process:

A review committee will examine each proposal submitted and may elect to conduct interviews with finalists.

Evaluation Criteria:

Proposals will be evaluated based on their responsiveness to the items contained in the RFP Proposal Response Section of this document. The Evaluation Committee will rate responses according to the following criteria:

- Organization and responsiveness to the RFP qualifications and scope of work
- Experience and knowledge of requested service
- References, supporting documentation, and reputation

If a Vendor is found non-responsible, a written determination will be made a part of the procurement file and mailed to the affected Vendor.

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Pricing:

Compensation for services rendered hereunder shall be on the basis of time for the rate of eighty dollars (\$80.00) per hour for each hour of professional time actually expended by Contractor in performance of assigned duties. Medicaid will also allow up to \$3,500 per year reimbursement for malpractice/liability coverage for functions performed as a Consultant for Medicaid. Total compensation payable under this contract shall not exceed \$10,000 per year. Medicaid will prior approve payment for travel and will pay for mileage based on the state reimbursement rate. Payment for services rendered shall be made by Medicaid based on Contractor's submission of an itemized signed invoice reflecting amount, date, place, and kind of service.

Calendar of Events:

Vendor Letter Issued – September 15, 2015
Deadline for questions to be submitted – September 21, 2015
Deadline for questions to be posted to website – September 24, 2015
Proposals due by 5:00 PM CT – September 30, 2015
Evaluation Period – October 1 through October 5, 2015
Contract Award Notification – October 7, 2015
Contract Review Committee – November 5, 2015
Official Contract Award/Begin Work – December 1, 2015